

# Paperwork Made Easy



By Carl Rodriguez

## Introduction – Story of Dick Duerksen

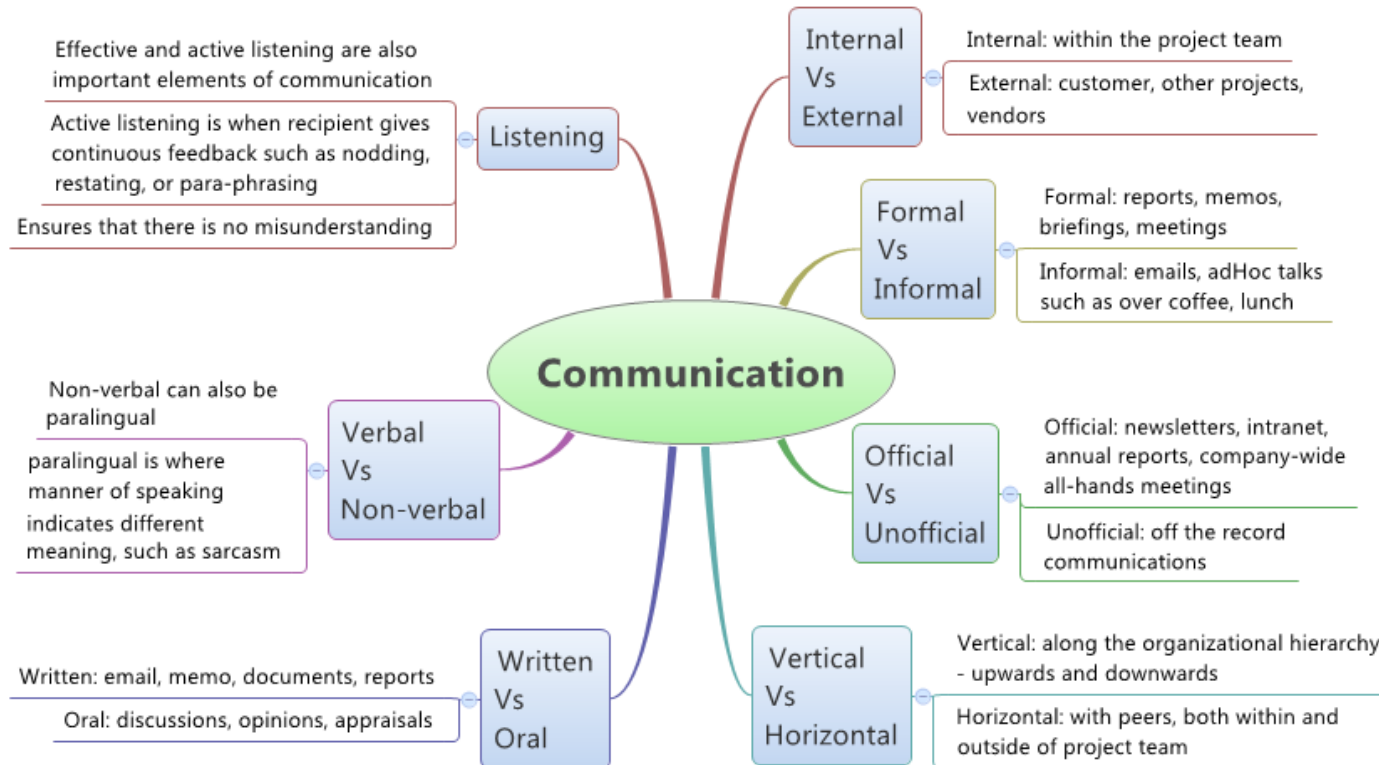


Share 3 points you  
learned from the Story

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Paperwork → Different Communication Types



www.PMExamSmartNotes.com

Which Types work best?



<https://www.youtube.com/watch?v=rhP4dOq6h5A&t=18s>

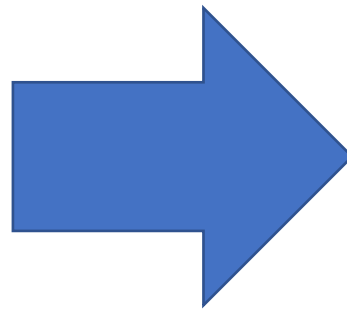
# Share why videos & pictures are important

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Why is Paperwork/electronic form important?

- Contracts
- Ministry Descriptions
- Emails
- Planners
- Staging
- Reports



# *Planner should include*

- 1- Location
- 2- Time
- 3- Event
- 4- Person in charge
- 5- Target group
- 6- Participants per session
- 7- Maximum allowable participant for whole event
- 8- Registration approach  
– Hyatt / Disney
- 9- % ratio for total activities
- 10 – Marketing Approach & Cost

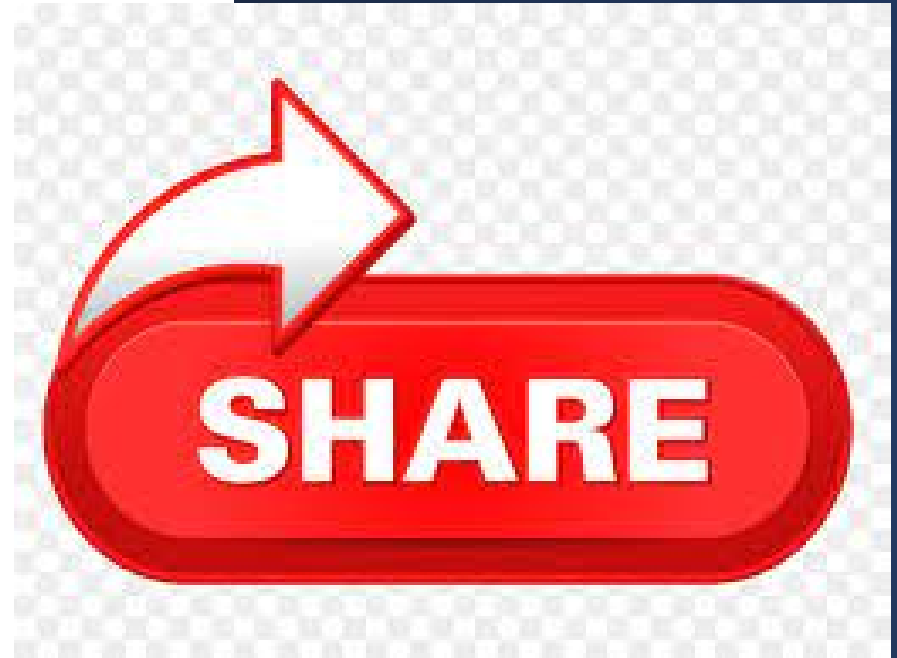
	Friend	Companion	Explorer	Ranger	Voyager/Guide
<b>Church Heritage will be the focus for Sabbath Morning – Session 1 Classes intended for designated class level</b>					
Session 1 Sabbath – Sept 25 9:00-10:30 am	God's Messenger Pam Ellis	Missionary Pastor Bruno Lourenco	Prayer Rae Tunney	Peacemaker Honor Pastor Josue Feliciano	Sanctuary Honor Carl Rodriguez
<b>Nature Appreciation – Sessions 2 &amp; 3 - Pathfinders may take any class they choose</b>					
Session 2 Sabbath – Sept 25 10:45 – 12:15pm	Dogs Mike Hockman	Trees Charlie Koerting	Volcano The Hall's	Creation Honor The Kirks	Christian Drama Carl Rodriguez
Session 3 Sabbath – Sept 25 4:00 – 5:30 pm	Moths and Butterflies Elisha Bonilla	Viruses Charlie Koerting	Meteorite The Hall's	Bible Marking Michael Tunney	Puppetry Randy Myaing Carl Rodriguez
<b>First-aid, Health &amp; Safety – Session 4 – Honor classes intended for designated class level</b>					
Session 4 Sabbath – Sept 25 6:45 – 8:15 pm	Red Alert Pam Ellis	First Aid, Basic Delia Wright	Basic Rescue Tunney's	First Aid Elisha Bonilla	CPR Larry Zimmer
<b>Arts &amp; Crafts &amp; Vocational – Sessions 5 &amp; 6 – Pathfinders may take any class they choose</b>					
Session 5 Sunday – Sept 26 9:00-10:30 am	Camp Skills 1 Mike Hockman	Origami Herbie Dennison	Lighthouses Charlie Koerting	Creative Journaling Sierra Koerting Ann Reynolds	Flag Football Randy Myaing
Session 6 Sunday – Sept 26 10:45 – 12:15 am		Volleyball Nahum Herter	Bridges Likisha Young	Glass Painting Elisha Bonilla	Disc Frisbee Randy Myaing

# Why are planners important?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

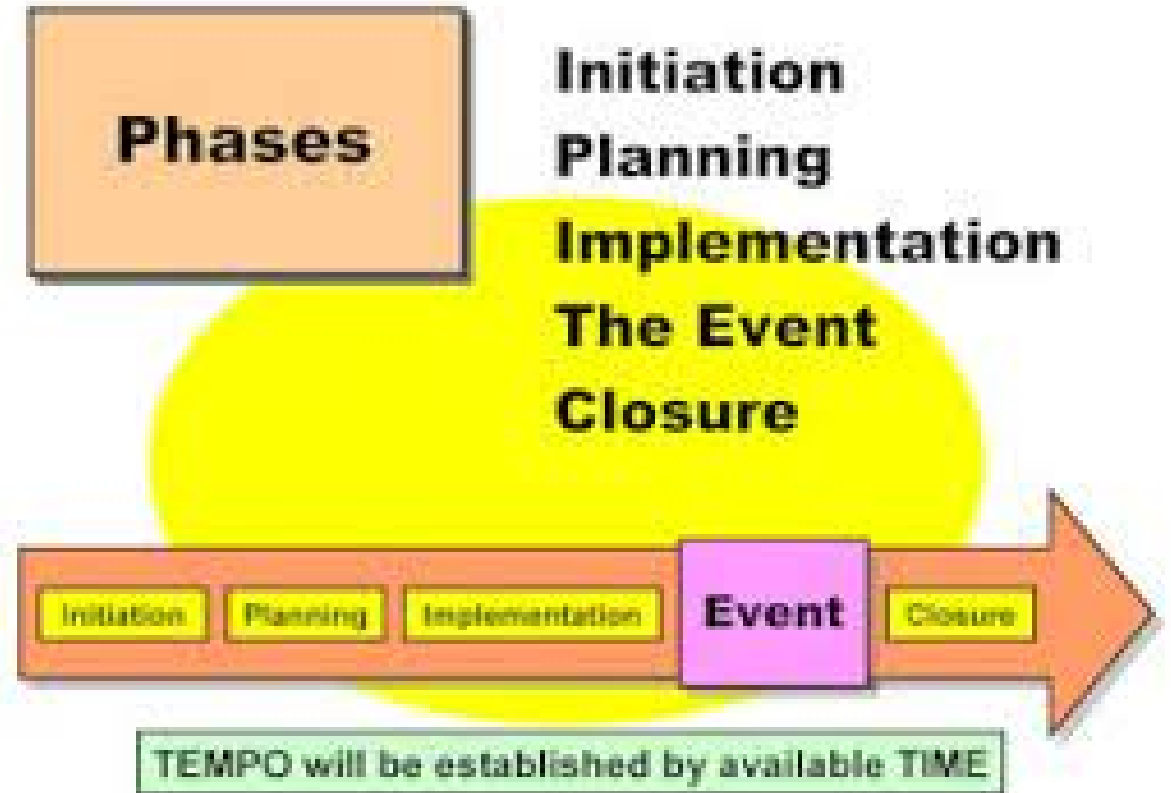
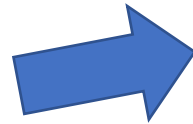


# Staging as part of Paperwork

- 1- Set up for Group One
- 2- Set up for Group Two
- 3- Arrival of Group One
- 4- Arrival of Group Two

Lunch Staging  
Lunch time

Closure





Why is staging important?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



# Reports = Communication

- Expenses
- Baptisms
- Growth
- Schedule
- Staff
- Training
- Trips



# Why is reporting important?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

